



## JOB POSTING

### UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

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<b>POSTING NUMBER:</b>	HR-0171	<b>ISSUE DATE:</b>	February 24, 2014
<b>TITLE:</b>	Assistant Division Director (Chief Financial Officer)	<b>CLOSING DATE:</b>	March 10, 2014
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	\$105,000.00 to \$125,000.00
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey 08625	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	1		

#### DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Division Director within the Sandy Recovery Division, will serve as Chief Financial Officer (CFO) having responsibility for all division financial matters and ensuring compliance with all federal (CDBG-DR) and state rules and regulations; will develop and implement financial strategies; will ensure maintenance of appropriate internal controls and financial procedures and ensure timely and accurate financial and management reporting to the federal and state government; will have oversight over all budget-related issues, including, but not limited to, reconciliations, long-term forecasting and short term projections and preparation of administrative and operating budget; will coordinate the development and monitoring of budgets; will oversee cash flow planning and ensure availability of funds as needed; will maintain oversight of banking relationships; will participate in division and department policy development; other related duties as required.

#### EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

**NOTE:** Certified Public Accountant (CPA) and/or Masters of Business Administration (MBA) preferred

#### EXPERIENCE:

Six (6) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

#### SPECIAL NOTE:

#### PREFERRED KNOWLEDGE/SKILLS/EXPERIENCE:

A seasoned and mature leader with broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership; s/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex state government organization with multiple funding sources; at least five years of experience as CFO or equivalent, preferably in a government organization with a budget of at least \$100 million; significant experience in or knowledge of government accounting, including sophisticated fund and grant accounting, compliance, and reporting; Knowledge and understanding of Community Development Block Grant- Disaster Relief programs is important but not essential. In addition, an individual seeking this position should have experience working with information technology staff to manage finance and accounting software packages excellent written and oral communication skills; demonstrated leadership ability, team management, and interpersonal skills; excellent analytical and abstract reasoning skills; excellent organization skills.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0171  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

***The New Jersey Department of Community Affairs is an Equal Opportunity Employer***